

References:

American Academy of Pediatrics, American Public Health Association, and National Resource Center for Health and Safety in Child Care. *Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care, 2<sup>nd</sup> Edition*. Elk Grove Village, IL, Washington, DC, and Aurora, CO: 2002.

American Red Cross. [www.redcross.org](http://www.redcross.org)

Public Health – Seattle and King County. <http://www.metrokc.gov/health/disaster/index.htm>

Snohomish County Department of Emergency Management and Snohomish Health District. *Crisis/Disaster Response Handbook*. Everett, WA: 2003.

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Washington Military Department and Washington State Department of Health. *Disaster Preparation Handbook: An Emergency Planning and Response Guide*. Camp Murray and Olympia, WA: 2004.



# Emergency & Disaster Response

## For Child Care and Other Early Learning Programs

in Washington State

Our Address: \_\_\_\_\_

Nearest Cross Street(s): \_\_\_\_\_

Our Phone: \_\_\_\_\_

- **Keep calm** - children take their cues from the adults around them.
- **Assess the situation.**
- **Take action to ensure the safety of children and staff.**

**In case of emergency,  
call 911**

# PLAN AHEAD FOR EMERGENCIES & DISASTERS

- ◀ Check site regularly for potential hazards (ex: unsecured overhead items & blocked exit pathways).
- ◀ Be aware of which disasters may affect your site.
- ◀ Have a disaster plan and make sure staff know their role in it.
- ◀ Conduct monthly fire and quarterly disaster drills.
- ◀ Predetermine a meeting spot outside, preferably at least 300 feet from building.
- ◀ Predetermine on-site and off-site evacuation locations.
- ◀ Make sure site has at least one hard-wired phone (that doesn't require electricity).
- ◀ Maintain current and accurate emergency contact information for every child.
- ◀ Choose a reliable out-of-area phone contact and distribute number to families.
- ◀ Keep adequate emergency supplies on hand, including:
  - (1) 3-day supply of food and water for children and staff
  - (2) Battery-operated radio (with extra batteries)
  - (3) First aid supplies
  - (4) Additional recommended survival provisions and equipment.
- ◀ Have a plan and a 3-day supply of critical medication and medical supplies for individuals with special needs.

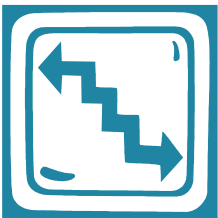


***Please note: This flip chart is not designed to be a comprehensive plan, but a reference for responding to an incident. Situations and sites differ – use your best judgment.***

## PLAN AHEAD – PLAN AHEAD – PLAN AHEAD – PLAN AHEAD – PLAN AHEAD

Please see Public Health – Seattle & King County's Child Care Health Program website at [www.metrokc.gov/health/childcare](http://www.metrokc.gov/health/childcare) for additional information.

# EVACUATION



**On-site:**

- ◀ Escort children to designated meeting spot, taking:
  - ✓ Attendance sheets
  - ✓ Emergency contact information\*
  - ✓ First aid kit\*
  - ✓ Rescue medications (including EpiPens and asthma inhalers) and necessary paperwork\*
  - ✓ Cell phone
  - ✓ Food, water, and diapers\*.
- ◀ Search all areas, (bathrooms, closets, play structures, etc.), to ensure that all have left the building.
- ◀ Account for all children, staff, and visitors.

**Off site:**

- ◀ Escort children to designated meeting spot.
- ◀ Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.
- ◀ Account for all children, staff, and visitors.
- ◀ Leave note at program site indicating where you are going.
- ◀ EVACUATE to safe location, taking:
  - ✓ Attendance sheets
  - ✓ Emergency contact information\*
  - ✓ First aid kit\*
  - ✓ Critical and rescue\* medications (including EpiPens and asthma inhalers) and necessary paperwork
  - ✓ Cell phone
  - ✓ Food, water, and diapers\*
  - ✓ Battery-operated radio.
- ◀ Once out of danger, contact parents/guardians &/or emergency contacts. If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location.

\* Include in “grab and go” backpack next to exit door for quick and easy access.

# CHEMICAL OR RADIATION EXPOSURE

- ◀ If emergency is widespread, monitor radio for information and emergency instructions.
- ◀ Prepare to **SHELTER-IN-PLACE** or **EVACUATE**, as per instructions.
- ◀ If exposed to chemical or radiation outside:
  - ✓ Remove outer clothing, place in a plastic bag, and seal. *(Be sure to tell emergency responders about bag so it can be removed.)*
  - ✓ Take shelter indoors.
  - ✓ If running water/shower is available, wash in cool to warm water with plenty of soap and water. Flush eyes with plenty of water.



Please see Public Health – Seattle & King County’s Radiological Emergencies web site at <http://www.metrokc.gov/health/radiation/> for additional information on responding to a radiation emergency.

## SHELTER-IN-PLACE

- ◀ Gather everyone inside.
- ◀ Shut down ventilation system, fans, clothes dryer.
- ◀ Close doors and close and lock windows.
- ◀ Gather all children, staff, and visitors in room(s) with fewest doors and windows toward center of building.
- ◀ Bring attendance sheets, first aid kits, and emergency supplies.
- ◀ Account for all children, staff, and visitors.
- ◀ Close off non-essential rooms. Close as many interior doors as possible.
- ◀ Seal off windows, doors, and vents as much as possible.
- ◀ Monitor radio for information and emergency instructions.
- ◀ Phone out-of-area emergency contact.

## EARTHQUAKE

### If indoors:

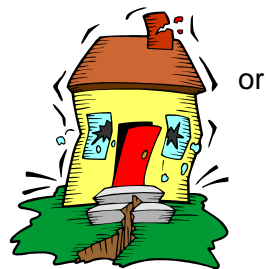
- ◀ Quickly move away from windows, unsecured tall furniture, and heavy appliances.
- ◀ Everyone **DROP, COVER, & HOLD**.
  - ✓ **DROP** to floor
  - ✓ **COVER** head and neck with arms and take cover under sturdy furniture against internal wall
  - ✓ **HOLD** on to furniture if under it and hold position until shaking stops
- ◀ Keep talking to children in calm manner until safe to move.
- ◀ Do not attempt to run or attempt to leave building while earth is shaking.

### If outside:

- ◀ Move to clear area, as far as possible from glass, brick, and power lines.
- ◀ **DROP & COVER.**

### After earthquake:

- ◀ Account for all children, staff, and visitors.
- ◀ Check for injuries and administer first aid as necessary. Call 911 for life-threatening emergency.
- ◀ Expect aftershocks.
- ◀ Determine if evacuation is necessary and if outside areas are safe. If so, **EVACUATE** building calmly and quickly.
- ◀ Escort children to designated meeting spot outside and account for all children, staff, and visitors.
- ◀ Shut off main gas valve if you smell gas or hear hissing sound.
- ◀ Monitor radio for information and emergency instructions.
- ◀ Stay off all phones (for 3-5 hours) unless someone has a life-threatening emergency.
- ◀ Call out-of-area contact when possible to report status and inform of immediate plan.
- ◀ Remain outside of building until it has been inspected for re-entry.



# FIRE

- ◀ Activate fire alarm or otherwise alert staff that there is a fire (yell, whistle).
- ◀ EVACUATE the building quickly and calmly:
  - ✓ If caught in smoke, have everyone drop to hands and knees and crawl to exit.
  - ✓ Pull clothing over nose and mouth to use as a filter for breathing.
  - ✓ If clothes catch fire, STOP, DROP, & ROLL until fire is out.
  - ✓ Take attendance sheets and emergency forms, if immediately available.
  - ✓ Have (designated) staff person check areas where children may be located or hiding before leaving building.
- ◀ Gather in meeting spot outside and account for all children, staff, and visitors.
- ◀ Call 911 from outside of building.
- ◀ Do not re-enter building until cleared by fire department.



**Have a fire plan and make sure everyone is familiar with it.**

**Practice fire drills every month!**

# DANGEROUS PERSON

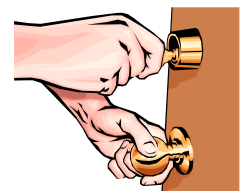
## DANGEROUS PERSON

If a person at or near your program site is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff, and be ready to put your plan into action.

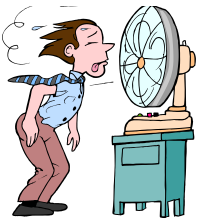
- ◀ Immediately let staff know of dangerous or potentially dangerous person.
- ◀ Initiate **LOCKDOWN**.
- ◀ Call 911 from a safe place.
- ◀ **If the person is in building:**
  - ✓ Try to isolate the person from children and staff.
  - ✓ Do not try to physically restrain or block the person.
  - ✓ Remain calm and polite; avoid direct confrontation.
- If children are outside:**
  - ✓ and dangerous person is outside: quickly gather children, return to classrooms, and initiate lockdown procedures. If this is not possible, go to off-site evacuation location.
  - ✓ and dangerous person is in the building: quickly gather children and go to off-site evacuation location.
- If children are inside:**
  - ✓ keep children in classrooms and initiate **LOCKDOWN**.

# LOCKDOWN

- ◀ Lock outside doors and windows.
- ◀ Close and secure interior doors.
- ◀ Close any curtains or blinds.
- ◀ Turn off lights.
- ◀ Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
- ◀ Bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to lockdown area, if possible.
- ◀ Maintain calm atmosphere in room by reading or talking quietly to children.
- ◀ If phone is available in classroom, call 911 to ensure emergency personnel have been notified.
- ◀ Remain in lockdown until situation resolved.
- ◀ Notify parents/guardians about any lockdown, whether practice or real.



# HEAT WAVE



- ◀ Limit outdoor play when heat index is at or above 90°F.
- ◀ Ensure everyone drinks plenty of water.
- ◀ Remove excess layers of clothing. (Encourage parents/guardians to dress children in lightweight, light-colored clothing.)
- ◀ Keep movement to a minimum.
- ◀ **Be alert for signs of:**

## Heat Exhaustion:

cool, moist, pale, or flushed skin  
heavy sweating  
headache  
nausea  
dizziness  
exhaustion  
normal or below normal body temperature  
**Administer first aid – take steps to cool person down – and call for help, if necessary.**

## Heat Stroke:

**very** high body temperature (>102°F axillary)  
hot, red skin either dry or moist from exercise  
changes in consciousness  
weak rapid pulse  
rapid, shallow breathing  
vomiting  
**Call 911 immediately and take steps to cool person down.**

Children may not adapt to extremes of temperature as effectively as adults because they produce more heat (relatively) than adults when exercising, and have a lower sweating capacity.

# CONTAGIOUS DISEASE/PANDEMIC FLU

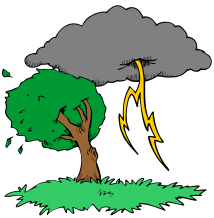
- ◀ Wash hands well and often.
- ◀ Remind parents/guardians that emergency contact information must be current and complete.
- ◀ Enforce exclusion policies for children and staff - insist that sick children and staff stay home or go home.
- ◀ Have and follow a plan to keep ill children away from well children while they are waiting to go home.
- ◀ Keep an illness log of sick children and staff - those sent home and those kept at home.
- ◀ Close rooms as necessary due to staff illness (to maintain safe ratios).
- ◀ Reinforce teaching about good respiratory etiquette:
  - ✓ Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough.
  - ✓ Throw used tissues into a hands-free trash can.
  - ✓ Wash your hands after using a tissue or helping a sick child.
- ◀ Monitor local and state Public Health websites and other news media for current pandemic flu status information, recommendations, and instructions.



**Wash hands well and often**

# SEVERE STORM

- ◀ Be aware of any
  - STORM WATCH:** storm may affect area
  - STORM WARNING:** storm will soon be in or already is in area
- ◀ Determine if program should be closed.
- ◀ Notify parents/guardians to pick up or to not drop off children if program is to be closed.
- ◀ Monitor radio for storm updates and emergency instructions.
- ◀ Use telephone for essential communication only.



# WINDSTORM

- If indoors:**
- ✓ Move away from windows. Cover windows with shades or blinds, if available.
  - ✓ Consider moving to interior rooms/hall and lower floors.
- If outside:**
- ✓ Move indoors, avoiding any downed power lines or trees.

# LIGHTNING

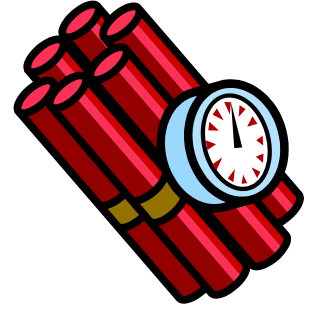
- If indoors:**
- ✓ Avoid use of telephone, electrical appliances, and plumbing as much as possible. (Wires and metal pipes can conduct electricity.)
  - ✓ Move away from windows. Cover windows with shades or blinds, if available.
- If outside:**
- ✓ Seek shelter inside an enclosed building.

# BOMB THREAT

- ◄ Check caller ID if available.
- ◄ Signal to another staff member to call 911, if able. (*Write “BOMB threat” on piece of paper, along with phone number on which call was received.*)
- ◄ **Before you hang up**, get as much information from caller as possible.

## Ask caller:

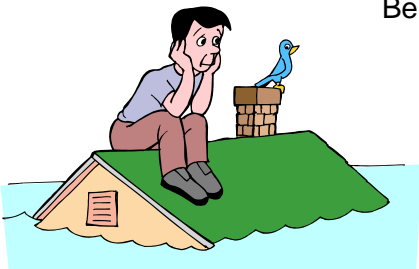
- ✓ *Where is the bomb?*
- ✓ *When is it going to explode?*
- ✓ *What will cause the bomb to explode?*
- ✓ *What does the bomb look like?*
- ✓ *What kind of bomb is it?*
- ✓ *Why did you place the bomb?*



## Note the following:

- ✓ *Exact time of call*
  - ✓ *Exact words of caller*
  - ✓ *Caller's voice characteristics (tone, male/female, young/old, etc.)*
  - ✓ *Background noise*
- 
- ◄ Do not touch any suspicious packages or objects.
  - ◄ Avoid running or anything that would cause vibrations in building.
  - ◄ Avoid use of cell phones and 2-way radios.
  - ◄ Confer with police regarding evacuation. If evacuation is required, follow EVACUATION procedures.

# FLOOD



Be aware of any **FLOOD WATCH:** flooding may occur in your area.  
**FLOOD WARNING:** flooding will occur or is occurring in your area.

## If flooding is in area:

- ◄ Determine if program should be closed.
- ◄ Notify parents/guardians to pick up or to not drop off children if program is to be closed.
- ◄ Monitor radio for storm updates and any emergency instructions.

## If facility is in (imminent) danger of being flooded:

- ◄ Escort children to designated meeting spot.
- ◄ Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.
- ◄ Account for all children, staff, and visitors.
- ◄ Leave note at program site indicating where you are going.
- ◄ EVACUATE to safe location on higher ground, taking:
  - ✓ Attendance sheets
  - ✓ Emergency contact information
  - ✓ First aid kit
  - ✓ Critical & rescue medications (including asthma meds, EpiPens) and forms
  - ✓ Cell phone
  - ✓ Food, water, and diapers
  - ✓ Battery-operated radio.
- ◄ Do not try to walk or drive through flooded areas.
- ◄ Stay away from moving water and downed power lines.
- ◄ Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location.
- ◄ If you have come into contact with floodwaters, wash hands well with soap and water.
- ◄ Throw away food that has come into contact with floodwaters.

Consult with health department regarding cleanup measures.

# MISSING OR KIDNAPPED CHILD

## MISSING CHILD



- ◀ Search program site, including all places a child may hide and nearby bodies of water.
- ◀ Contact parent(s)/guardian(s) to determine if child is with family.
- ◀ Call 911 with:
  - ✓ Child's name and age
  - ✓ Address of program
  - ✓ Physical description of child
  - ✓ Description of child's clothing
  - ✓ Medical condition of child, if appropriate
  - ✓ Time and location child was last seen
  - ✓ Person with whom child was last seen.
- ◀ Have child's information, including photo, available for police when they arrive.
- ◀ Continue to search in and around site for child.

## KIDNAPPED CHILD

- ◀ Call 911 with:
  - ✓ Child's name and age
  - ✓ Address of program
  - ✓ Physical description of child
  - ✓ Description of child's clothing
  - ✓ Medical condition of child, if appropriate
  - ✓ Time and location child was last seen
  - ✓ Person with whom child was last seen.
- ◀ Have child's information, including photo, available for police when they arrive. Parent(s)/guardian(s) should be contacted by police to explain situation.

### Help to prevent kidnapping:

- ◀ Do not release child to anyone other than designated parent, guardian, or emergency contact.
- ◀ Call 911 if adults or children express concern about a person at or near program site.
- ◀ Encourage parents and guardians to make you aware of any custody disputes, which may put child at risk for kidnapping.

# POWER OUTAGE

Determine why power is out.

- ◀ *If electrical problems are in building, take out flashlights and prepare to EVACUATE.*
- ◀ *If severe weather caused outage:*
  - ✓ Take out flashlights. (Do not use candles or any alternate lighting source with a flame.)
  - ✓ Account for all children, staff, and visitors.
  - ✓ Report power outage to power company on hard-wired phone.
  - ✓ Do not call 911, except to report an emergency.
  - ✓ Turn off or disconnect any appliances, electrical equipment, or electronics that were in use.
  - ✓ Leave one light on to indicate when power returns.
  - ✓ Keep refrigerator and freezer doors closed.



### **If weather is cold:**

- ✓ Ensure everyone is wearing several layers of warm, dry clothing.
- ✓ Have everyone move to generate heat. (Lead the class in physical activity or movement games.)
- ✓ Never use oven as source of heat.
- ✓ Never burn charcoal for heating or cooking indoors.
- ✓ Only use an available generator outdoors and far from open windows and vents.

### **If weather is hot:**

- ✓ Move to lower floors, if possible.
- ✓ Remove excess layers of clothing.
- ✓ Ensure everyone drinks plenty of water.

# TSUNAMI

If your program is located in a tsunami hazard area:

- ◀ Know:
  - height of your street above sea level \_\_\_\_\_
  - distance of your street from coast or other high-risk waters \_\_\_\_\_*Evacuation orders may be based on these numbers.*
- ◀ Have a plan for rapid EVACUATION out of hazard area.
- ◀ Practice your tsunami evacuation route with staff.
- ◀ Be aware of signs that a tsunami may be approaching:
  - Noticeable rapid rise or fall in coastal waters.
  - Strong earthquake lasting 20 seconds or more near the coast.In case of strong earthquake lasting 20 seconds or more near the coast:
  - Drop, cover, and hold.
  - When shaking stops, gather children and staff and EVACUATE quickly to higher ground away from coast.
- ◀ If you learn that an area has experienced a large earthquake, even if you do not feel shaking, listen to local radio station or NOAA Weather Radio for information from the Tsunami Warning Centers.



**TSUNAMI WARNING:** Tsunami expected. Full evacuation suggested.

**TSUNAMI WATCH:** Danger level not yet known. Stay alert for more information and prepare to evacuate.

A tsunami is a series of waves that may continue for hours. Wait for official notification before returning to site.

# VOLCANO

- ◀ **Monitor radio for information and emergency instructions.**
- ◀ **If there is ash fall in your area, be prepared to stay indoors.**
- ◀ **EVACUATE if advised to do so by authorities.**
- ◀ **Indoors:**
  - ✓ Close all windows and doors.
  - ✓ Closely monitor anyone who has asthma or other respiratory difficulties – follow care plan.
  - ✓ Ensure that infants and those with respiratory difficulties avoid contact with ash.
- ◀ **Outside:**
  - ✓ Cover nose and mouth.
  - ✓ Wear goggles to protect eyes.
  - ✓ Keep skin covered with clothing.
- ◀ Avoid driving in heavy ash fall – driving will stir up ash and stall vehicles.
- ◀ Clear roofs of ash fall. (Do not allow accumulation of more than 4 inches.)



**Be aware that volcanoes are often accompanied by:**

▪Earthquakes    ▪Ash fall and acid rain    ▪Landslides and rock falls    ▪Mudflows and flash floods    ▪Tsunamis

# LANDSLIDE OR MUDFLOW



**LANDSLIDES** are generally associated with heavy rainfall and rapid snowmelt.

**MUDFLOWS** are fast-moving landslides that usually begin on steep hillsides.  
(Volcanic eruption may also cause mudflows.)

- ◀ Recognize signs of slides:
  - ✓ unusual sounds outside, such as rumbling, trees cracking, or rocks colliding
  - ✓ new cracks appearing in building.
  - ✓ fences, poles, trees tilting or moving.
- ◀ EVACUATE, if possible.
- ◀ If too late to evacuate:
  - Indoors:**
    - ◀ Take cover under sturdy furniture.
  - Outside:**
    - ◀ Get out of path of slide.
    - ◀ Run to high ground (uphill), away from slide.
    - ◀ If debris approaching, run for cover of trees or building.
    - ◀ If escape not possible, curl into ball and protect head.
- ◀ Account for all children, staff, and visitors.
- ◀ Check for injured or trapped persons near slide area, but stay clear of danger and await rescue personnel.
- ◀ Stay away from slide area – additional slides may follow.
- ◀ Be alert for flooding, which may follow slide.